

# LEGAL SECRETARY

**GRADE: 16**

**FLSA: NON-EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Legal Secretary performs difficult skilled clerical and administrative work in support of the Office of the City Attorney, which includes supporting the City attorneys and coordinating the office administrative activities of the City Attorney's Office. The work requires specialized knowledge of legal documents and processes. In accordance with prescribed guidelines, the employee utilizes appropriate format and filing procedures to process complaints, answers, motions, discovery, orders, briefs, memoranda, letters, and other legal documents. The Legal Secretary receives directed, general supervisory oversight from the City Attorney; and, proceeds independently in performing legal secretarial work and coordinating administrative activities of the office. Contacts are with elected and appointed officials, the City Manager and employees at all levels, court personnel, lawyers and representatives of law firms, and the general public for the purposes of conducting administrative office functions, coordinating legal secretarial work and services, scheduling meetings; and receiving and exchanging information. The employee's work requires limited physical demands; there is considerable mental effort and stress involved in meeting office needs and deadlines. Work results impact the efficient operation of the City Attorney's Office.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team. Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule. Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Prioritizes, prepares, and types a variety of legal documents including complaints, answers, motions, discovery, memoranda of law, letters, orders, briefs, deeds and easements.
- Researches files and records for legal precedents, referenced case law or review of City Code reference.
- Reviews various legal documents to assure that all relevant materials are complete and conform to pertinent laws, rules, regulations, and office requirements; submits legal documents to the court in a timely manner, assuring that appropriate filing procedures have been followed.
- Maintains attorneys' calendars, to include scheduling appointments, establishing priorities of appointments, rescheduling as necessary, and coordinating the scheduling of meetings, hearings, and conferences.
- Serves as liaison between attorneys and City staff, contract attorneys, outside attorneys, court personnel, and witnesses.
- Screens incoming correspondence for subject matter content and routing, and enters information into appropriate tracking system.
- Receives and screens telephone calls pertaining to a variety of legal inquiries, many involving research and/or referral.
- Processes administrative transactions including invoices, purchase orders, and other such actions; utilizing appropriate databases to access data regarding transactions and enters, edits and updates such databases.
- Maintains office operating records and prepares reports on such records; receives and processes information on office operations from various sources; maintains and compiles data for budget input and other reports depicting unit administrative activities.
- Maintains office filing systems, to include sorting and filing correspondence, cases and other materials by alphabetical or numerical order.
- Updates law books and manuals, City and County Codes, administrative procedures, etc.
- Performs related duties as required.

### **QUALIFICATIONS:**

#### **Required Training and Experience:**

Completion of High School and six (6) years of legal secretarial experience. Legal secretarial experience in real estate, land use and administrative law is preferred.

#### **Preferred Knowledge Skills and Abilities:**

- Considerable knowledge of legal terminology and procedures.
- Considerable knowledge of legal forms and documents.
- Considerable knowledge of standard legal office practices and procedures.
- Knowledge of grammar, spelling, and punctuation.
- Skill in operating word processing and peripheral equipment.

- Ability to follow directions, organize assignments and work independently in the absence of specific instructions.
- Ability to exercise good judgment, courtesy and tact in receiving office callers and in making proper disposition of problems.
- Ability to compile, organize and assemble data required for reports and other projects.
- Ability to perform work assignments outside of normal business hours.